



DEFENSE LOGISTICS AGENCY

AMERICA'S COMBAT LOGISTICS SUPPORT AGENCY



Single Sign On Brown Bag Session 2

EDA/WAWF PMO

January 28, 2014



Awareness Training Series

Agenda

Series Agenda - Awareness Training Sessions on SSO

SESSION 1 - **SSO NAVIGATION**

(SSO OVERVIEW, LOGON, LOGOUT, SESSION TIME-OUT, KNOWN ISSUES, TIPS, PASSWORD RESET, SELF REGISTRATION, ADMINISTRATIVE ACCOUNT REQUESTS, SPECIAL ROLE REQUEST, AAI NOTIFICATION, CDR NOTIFICATIONS, CONTRACT LOAD NOTIFICATIONS)

SESSION 2 - **USER ADMINISTRATION FOR EXECUTIVE AND EDA POC**

(PROCESS REGISTRATION, USER ADMINISTRATION, EDA POC ASSIGNMENT, CDR POC ASSIGNMENT, PASSWORD RESET, CERTIFICATE RESET, ARCHIVE/DELETE USER) SAMPLE EMAILS, CDR POC OFFICE SETUP & ASSIGNMENT, CSA MAINTENANCE

SESSION 3 - CONTENTS TBD



EDA Administration

EDA Administration Console

- EDA Administration Menu
 - Account Information/Activation
 - Query User
 - User Profile
 - Change Status
 - Inactivate User
 - Activate user
 - Archive User



EDA Administration Cont'd

- Process Registrations
 - Suspend Registration
 - Activate Registration
 - Delete Registration
- Government Support Contractor Requests
 - Adding DoDAACS/Contract Numbers to GSC accounts.
- Reset Password
- Reset Certificate
- EDA POC Assignments
- Account Activation History



Delete Registration

EDA Administration Console

User ID : edapmogov13

EDA Administration Menu

- EDA Administration Home
- Account Information / Activation
- Government Support Contractor Request
- Reset Password
- Reset Certificate
- EDA POC Assignments
- Account Activation History
- EDA C/S/A Administration
- Exit

Command / Service / Agency, E-Mail, DD 2875 Status, Certificate User or Active Status fields.

Actions:

er Type	Command / Service / Agency	Registered	Comments?	Attachments?	DD 2875	Active?	Contract Number	Delivery Order	Contract Expiration Date	Actions
EDA verment	US Air Force	2013/09/16	NO	NO		YES				
EDA verment	US Air Force	2014/01/17	NO	NO	Stored in Another Location	NO				
EDA verment	US Air Force	2013/12/13	NO	NO	Attached in WAWF	YES				
EDA verment support ntractor	US Air Force	2014/01/13	NO	NO	Review Required	NO	HQ033701SS014			
EDA verment	US Air Force	2013/11/22	YES	NO	Review Required	YES				
EDA verment support ntractor	US Air Force	2013/12/23	YES	NO	Review Required	YES	FA852004CC410			

Comments:

All roles.
DD 2875 status is in 'Review Required'.

16/12/23

Registrations will automatically be deleted after 30 days if not acted upon.



Archive Registration

EDA Administration Console - Windows Internet Explorer
https://wawf-gt.nit.disa.mil/xhtml/auth/eda/admin/EdaAdminConsole.xhtml

User ID : edapmogov13

EDA Administration Menu

- EDA Administration Home
- Account Information / Activation
- Government Support Contractor Request
- Reset Password
- Reset Certificate
- EDA POC Assignments
- Account Activation History
- EDA C/S/A Administration
- Exit

Search Criteria:

Document DoAAC	Upload MIPR Attachment Number	EDA Contract
equal to	equal to	equal to

Access To Role

No records found.
Select One

Search Results:

Items found:																												
<table border="1"><thead><tr><th>#</th><th>UserId</th><th>First Name</th><th>Last Name</th><th>User Type</th><th>Command / Service / Agency</th><th>Registered</th><th>Comments?</th><th>Attachments?</th><th>DD 2875</th><th>Active?</th><th>Contract Number</th><th>Delivery Order</th><th>Contract Expiration Date</th></tr></thead><tbody><tr><td>1</td><td>edapmogsc34</td><td>EDA GSC</td><td>PMO34</td><td>EDA Government Support Contractor</td><td>US Air Force</td><td>2014/01/13</td><td>NO</td><td>NO</td><td>Review Required</td><td>ARCHIVED</td><td>HQ033701SS014</td><td></td><td></td></tr></tbody></table>	#	UserId	First Name	Last Name	User Type	Command / Service / Agency	Registered	Comments?	Attachments?	DD 2875	Active?	Contract Number	Delivery Order	Contract Expiration Date	1	edapmogsc34	EDA GSC	PMO34	EDA Government Support Contractor	US Air Force	2014/01/13	NO	NO	Review Required	ARCHIVED	HQ033701SS014		
#	UserId	First Name	Last Name	User Type	Command / Service / Agency	Registered	Comments?	Attachments?	DD 2875	Active?	Contract Number	Delivery Order	Contract Expiration Date															
1	edapmogsc34	EDA GSC	PMO34	EDA Government Support Contractor	US Air Force	2014/01/13	NO	NO	Review Required	ARCHIVED	HQ033701SS014																	

Comments:

Buttons:

- Change Activation Action (User)
- Change Activation Action (Status)
- Send all to Archive
- Edit User Profile

Comments: [Text Area]

Trusted sites | Protected Mode: Off
100%
8:53 AM
1/28/2014

Registrations can be Archived



Archive Registration Cont'd

EDA Status Change Notification - Message (Plain Text) (Read-Only)

File Message McAfee E-mail Scan Adobe PDF

Ignore X
Junk Delete Reply Reply Forward All More
Delete Respond

EDADOC - Perso... To Manager
Team E-mail Done
Reply & Delete Create New
Move Rules OneNote
Mark Actions Unread Actions
Categorize Follow Up
Move Translate
Tags Editing
Select Zoom

From: swag@ecedi.nit.disa.mil
To: Chang, JungHo DLA CTR DOCUMENT SERVICES
Cc:
Subject: EDA Status Change Notification

Sent: Tue 1/28/2014 8:15 AM

EDA GSC PMO34,

You have been deactivated for Role: EDA Government Support Contractor, Command/Service/Agency: US Air Force

THIS IS A SYSTEM GENERATED EMAIL, PLEASE DO NOT RESPOND TO THIS EMAIL

User gets notified via Email.

Windows Taskbar icons: Internet Explorer, Microsoft Word, Microsoft Excel, Microsoft PowerPoint, Microsoft Word, Microsoft Excel, Microsoft PowerPoint, Microsoft Word, Microsoft Excel, Microsoft PowerPoint.

System tray icons: Volume, Network, Battery, Date/Time (11:16 AM, 1/28/2014).



Archive Registration Cont'd

EDA Administration Console - Windows Internet Explorer
File Edit View Favorites Tools Help
Favorites EDA Home Ogden EDA Home Columbus SAM http://links.salientfed Salient email Salient Time Sheet Pay-net https://wawf.eb.mil Salient Expenses
EDA Administration Console User ID : edapmogov13

EDA Administration Menu

- EDA Administration Home
- Account Information / Activation
- Government Support Contractor Request
- Reset Password
- Reset Certificate
- EDA POC Assignments
- Account Activation History
- EDA C/S/A Administration
- Exit

Upload MIPR Attachment Number EDA Contract

equal to equal to

Access To Role	Actions
No records found.	
<input type="button" value="Select One"/>	<input type="button" value=""/>

the User ID, First Name, Last Name, User Type, Command / Service / Agency, E-Mail, DD 2875 Status, Certificate User or Active Status fields. Enter search data then click the 'Search' button.

First Name	Last Name	User Type	Command / Service / Agency	Registered	Comments?	Attachments?	DD 2875	Active?	Contract Number	Delivery Order	Contract Expiration Date	Actions
EDA GSC	PMO34	EDA Government Support Contractor	US Air Force	2014/01/13	NO	NO	Review Required	ARCHIVED	HQ033701SS014			<input type="button" value="Change Status"/> <input type="button" value=""/>

Comments:

: activation action of a single user in a table row.
: 'Save' button to change the activation action for all roles.
: user profile. Comments are mandatory when DD2875 status is in 'Review Required'.

https://wawf-gt.nit.disa.mil/xhtml/auth/eda/admin/EdaAdminConsole.xhtml

Will be treated like a pending registration. Click "Change Status" icon to activate



Activating a Government Support Contractor (GSC)

How to activate an EDA Government Support Contractor (GSC). A user's EDA POC or an EDA Executive must first add the GSC's Contract Expiration Date:

1. From the EDA Administration Menu select Account Information/Activation
2. Input GSC search criteria
3. Select Search
4. From the Actions column select Edit Contract icon
5. Enter the New Contract Expiration Date
6. From the Action Column select Approve from the drop down menu
7. Click Submit
8. Once the Contract Expiration Date is entered then either an EDA Admin, EDA POC, or an EDA Executive can activate the GSC



Activating GSC Registration

Error: Comments are mandatory when activating roles where DD 2875 form status is set to Review Required.

Error: The user, edapmogsc34, can not be activated until a Contract Expiration Date has been entered.

The screenshot shows the EDA Administration Console interface. The title bar indicates the user ID is edapmogov13. A prominent error message box is displayed, containing two errors:

- Error: Comments are mandatory when activating roles where DD 2875 form status is set to Review Required.
- Error: The user, edapmogsc34, can not be activated until a Contract Expiration Date has been entered.

The main search criteria panel includes fields for User ID, First Name, Last Name, User Type, Command / Service / Agency, E-Mail, DD 2875 Status, Certificate User, Active Status, Contract Number, Delivery Order, Contract Expiration Date, Issue By DoDAAC, Admin DoDAAC, Pay DoDAAC, Upload Attachments/Admin DoDAAC, Upload/Inactivate Contract DoDAAC, Contract Load Notification DoDAAC, MIPR DoDAAC, MIPR Number, Upload MIPR Dodaac, Upload MIPR Number, Upload MIPR Acceptance DoDAAC, Upload MIPR Acceptance Number, Upload MIPR Attachment DoDAAC, Upload MIPR Attachment Number, and EDA Contract.

**Received error
as you have to
enter a
Contract
Expiration Date
and account for
the DD2875
before you can
activate**



Activating GSC registration

Cont'd

EDA Administration Console - Windows Internet Explorer
https://wawf-gt.nit.disa.mil/xhtml/auth/eda/admin/EdaAdminConsole.xhtml Certificate Error Google

User ID : edapmogov13

EDA Administration Menu

- EDA Administration Home
- Account Information / Activation
- Government Support Contractor Request
- Reset Password
- Reset Certificate
- EDA POC Assignments
- Account Activation History
- EDA C/S/A Administration
- Exit

Upload MIPR Attachment Number EDA Contract

equal to equal to

Access To Role	Actions
No records found.	
Select One	+

the User ID, First Name, Last Name, User Type, Command / Service / Agency, E-Mail, DD 2875 Status, Certificate User or Active Status fields. field. Enter search data then click the 'Search' button.

First Name	Last Name	User Type	Command / Service / Agency	Registered	Comments?	Attachments?	DD 2875	Active?	Contract Number	Delivery Order	Contract Expiration Date	Actions
EDA GSC	PMO34	EDA Government Support Contractor	US Air Force	2014/01/13	NO	NO	Review Required	ARCHIVED	HQ033701SS014			Edit Contract

Comments:

: activation action of a single user in a table row.
hive' button to change the activation action for all roles.
ier profile. Comments are mandatory when DD2875 status is 'Review Required'.

https://wawf-gt.nit.disa.mil/xhtml/auth/eda/admin/EdaAdminConsole.xhtml Trusted sites | Protected Mode: Off 100% 9:05 AM 1/28/2014

Click "Edit Contract" Icon



Activating GSC registration

Cont'd

EDA Administration Console - Windows Internet Explorer
https://wawf-gt.mil.disa.mil/xhtml/auth/eda/admin/EdaAdminConsole.xhtml Certificate Error Google

File Edit View Favorites Tools Help
Favorites EDA Home Ogden EDA Home Columbus SAM http-links.salientfed Salient email Salient Time Sheet Pay-net https-wawf.eb.mil Salient Expenses
EDA Administration Console

EDA Administration Console User ID : edapmogov13

EDA Administration Menu

- EDA Administration Home
- Account Information / Activation
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- Reset Password
- Reset Certificate
- EDA POC Assignments
- Account Activation History
- EDA C/S/A Administration
- Exit

Edit Contract Instrument Details

User Name: EDA GSC PMO34 User ID: edapmogsc34 User Type: EDA Government Support Contractor CSA: US Air Force

Contract Type	Contract Number	Delivery Order	Contract Expiration Date	Status	New Contract Expiration Date	Action
DoD Contract (FAR)	HQ033701SS014			Awaiting Approval	<input type="text"/>	- Select -

Submit Return

Enter Contractor Expiration Date- YYYY/MM/DD

Enter the Government Support Contractor's Contract expiration date

edaAdmin_vFerft6MNpli7nNQclsGJm Trusted sites | Protected Mode: Off 100% 9:18 AM 1/28/2014

Windows Taskbar icons: Start, File Explorer, Control Panel, Internet Explorer, Word, Excel, PowerPoint



Activating GSC registration

Cont'd

EDA Administration Console - Windows Internet Explorer
https://wawf-gt.nit.disa.mil/xhtml/auth/eda/admin/EdaAdminConsole.xhtml

File Edit View Favorites Tools Help

Favorites EDA Home Ogden EDA Home Columbus SAM http://links.salientfed Salient email Salient Time Sheet Pay-net https://wawf.eb.mil Salient Expenses

EDA Administration Console User ID : edapmogov13

EDA Administration Menu

Edit Contract Instrument Details

Info: The Contract Expiration Date has been updated for the associated role(s).

User Name: EDA GSC PMO34 User ID: edapmogsc34 User Type: EDA Government Support Contractor CSA: US Air Force

Contract Type	Contract Number	Delivery Order	Contract Expiration Date	Status	New Contract Expiration Date	Action
DoD Contract (FAR)	HQ033701SS014		2015/01/30	Awaiting Approval	2015/01/30	- Select -

Enter Contractor Expiration Date- YYYY/MM/DD

Submit Return

Once the new expiration date has been entered and “SUBMIT” clicked, the message, “Info: The Contract Expiration Date has been updated for the associated role(s).” will show indicating the expiration date has been updated successfully. Click “RETURN” to finish activation.



Activating GSC registration

Cont'd

EDA Administration Console - Windows Internet Explorer
https://wawf-gt.nit.disa.mil/whtml/auth/eda/admin/EdaAdminConsole.xhtml

User ID : edapmogov13

EDA Administration Console

Error: Comments are mandatory when activating roles where DD 2875 form status is set to Review Required.

Search Criteria

User ID	First Name	Last Name
equal to	equal to	equal to
User Type		
Command / Service / Agency		
E-Mail		
US Air Force		
equal to		
DD 2875 Status	Certificate User	Active Status
- Select -	- Select -	Archive
- Select -	- Select -	- Select -
Review Required	Delivery Order	Contract Expiration Date
Attached in WAWF	equal to	equal to
Stored in Another Location		thru -
ISSUE BY DoDAAC	Admin DoDAAC	Pay DoDAAC
equal to	equal to	equal to
Upload Attachments/Admin DoDAAC	Upload/Inactivate Contract DoDAAC	Contract Load Notification DoDAAC
equal to	equal to	equal to
MIPR DoDAAC	MIPR Number	Upload MIPR Dodaac
equal to	equal to	equal to
Upload MIPR Number	Upload MIPR Acceptance DoDAAC	Upload MIPR Acceptance Number
equal to	equal to	equal to
Upload MIPR Attachment DoDAAC	Upload MIPR Attachment Number	EDA Contract
equal to	equal to	equal to

edaAdmin_vFerft6MNpli7nNQclsGJm

Trusted sites | Protected Mode: Off 100% 9:56 AM 1/28/2014

Windows Taskbar icons: Internet Explorer, Word, Excel, Powerpoint, File Explorer, Control Panel, Task View, Start button, Taskbar settings, Volume, Network, Battery, Date/Time.

Oops! Forgot to account for the DD2875. Click "Return" at the bottom of the page.



Activating GSC registration

Cont'd

EDA Administration Console - Windows Internet Explorer
https://wawf-gt.nit.disa.mil/~html/auth/eda/admin/EdaAdminConsole.xhtml Certificate Error Google

File Edit View Favorites Tools Help

Favorites EDA Home Ogden EDA Home Columbus SAM http-links.salientfed Salient email Salient Time Sheet Pay-net https--wawf.eb.mil Salient Expenses

EDA Administration Console User ID : edapmogov13

EDA Administration Menu

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- Reset Certificate
- EDA POC Assignments
- Account Activation History
- EDA C/S/A Administration
- Exit

Upload MIPR Number Upload MIPR Acceptance DoDAAC Upload MIPR Acceptance Number

equal to equal to equal to

Upload MIPR Attachment DoDAAC Upload MIPR Attachment Number EDA Contract

equal to equal to equal to

Special Role Actions Access To Role Actions

No records found. No records found.

Select One Select One

Enter any combination of search criteria into the User ID, First Name, Last Name, User Type, Command / Service / Agency, E-Mail, DD 2875 Status, Certificate User or Active Status fields. Data must be entered in at least one search field. Enter search data then click the 'Search' button.

Search Reset

Search Results (3 items found)

Item	Certificate User?	Userid	First Name	Last Name	User Type	Command / Service / Agency	Registered	Comments?	Attachments?	DD 2875	Active?
1	NO	JEROEDAPOC	Jerolyn	Melendez	EDA Government Support Contractor	Columbus AFB - FA3022	2013/10/29	NO	NO	Review Required	ARCHIVED
2	NO	edapmogsc34	PMO34	EDA GSC	EDA Government Support Contractor	US Air Force	2014/01/13	NO	NO	Review Required	ARCHIVED
3	NO	CARREGOV@EDA1111	Govt	Spann	EDA Government	Air Force Academy -	2013/08/29	NO	NO		ARCHIVED

edaAdmin_vFerft6MNpli7nNQclsGJm Trusted sites | Protected Mode: Off 100% 10:33 AM 1/28/2014

Windows Taskbar icons: File Explorer, Internet Explorer, Word, Excel, Powerpoint

We want to bring up the user's registration by itself. Copy the UserID and then click Reset



Activating GSC registration

Cont'd

EDA Administration Console - Windows Internet Explorer
https://wawf-gt.nit.disa.mil/xhtml/auth/eda/admin/EdaAdminConsole.xhtml Certificate Error Google

File Edit View Favorites Tools Help

Favorites EDA Home Ogden EDA Home Columbus SAM http-links.salientfed Salient email Salient Time Sheet Pay-net https--wawf.eb.mil Salient Expenses

EDA Administration Console User ID : edapmogov13

EDA Administration Menu

- EDA Administration Home
- Account Information / Activation
- Government Support Contractor Request
- Reset Password
- Reset Certificate
- EDA POC Assignments
- Account Activation History
- EDA C/S/A Administration
- Exit

Upload MIPR Acceptance DoDAAc Upload MIPR Acceptance Number
equal to equal to

Upload MIPR Attachment Number EDA Contract
equal to equal to

Access To Role Actions
No records found.

Select One

the User ID, First Name, Last Name, User Type, Command / Service / Agency, E-Mail, DD 2875 Status, Certificate User or Active Status fields. field. Enter search data then click the 'Search' button.

First Name	Last Name	User Type	Command / Service / Agency	Registered	Comments?	Attachments?	DD 2875	Active?	Contract Number	Delivery Order	Contract Expiration Date	Actions
EDA GSC	PMO34	EDA Government Support Contractor	US Air Force	2014/01/13	NO	NO	Review Required	ARCHIVED	HQ033701SS014		2015/01/30	

Comments:

10 (1 of 1) 9:47 AM 1/28/2014

https://wawf-gt.nit.disa.mil/xhtml/auth/eda/admin/EdaAdminConsole.xhtml Trusted sites | Protected Mode: Off 100% 9:47 AM 1/28/2014

Click "Change Status" Icon



Activating GSC registration

Cont'd

EDA Administration Console - Windows Internet Explorer
https://wawf-gtmit.disa.mil/xhtml/auth/eda/admin/EdaAdminConsole.xhtml

Certificate Error Google

File Edit View Favorites Tools Help

Favorites EDA Home Ogden EDA Home Columbus SAM http://links.saliented Salient email Salient Time Sheet Pay-net https://wawf.eb.mil/ Salient Expenses

EDA Administration Console User ID : edapmogov13

EDA Administration Console

EDA Administration Menu

- EDA Administration Home
- Account Information / Activation
- Government Support Contractor Request
- Reset Password
- Reset Certificate
- EDA POC Assignments
- Account Activation History
- EDA C/S/A Administration
- Exit

Upload MIPR Attachment Number EDA Contract

equal to equal to

Access To Role Actions

records found.

Select One +

Name, Last Name, User Type, Command / Service / Agency, E-Mail, DD 2875 Status, Certificate User or Active Status fields. Search data then click the 'Search' button.

User Type	Command / Service / Agency	Registered	Comments?	Attachments?	DD 2875	Active?	Contract Number	Delivery Order	Contract Expiration Date	Actions
EDA Government Support Contractor	US Air Force	2014/01/13	YES	NO	Review Required	YES	HQ033701SS014		2015/01/30	

Comments:

Comments: A single user in a table row. Change the activation action for all roles. Comments are mandatory when DD2875 status is 'Review Required'.

edaAdmin_vFerft6MNpli7nNQclsGJm Trusted sites | Protected Mode: Off 100% 10:54 AM 1/28/2014

Windows Taskbar icons: Start, Network, File Explorer, Internet Explorer, Word, Excel, PowerPoint



Activating GSC registration

Cont'd

EDA Administration Console - Windows Internet Explorer
https://wawf-gt.nit.disa.mil/xhtml/auth/eda/admin/EdaAdminConsole.xhtml

User ID : edapmogov13

EDA Administration Menu

- EDA Administration Home
- Account Information / Activation
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- Account Activation History
- EDA C/S/A Administration
- Exit

Upload MIPR Attachment DoDAAC Upload MIPR Attachment Number EDA Contract

Special Role Actions Access To Role Actions

No records found.

Select One

No records found.

Select One

Enter any combination of search criteria into the User ID, First Name, Last Name, User Type, Command / Service / Agency, E-Mail, DD 2875 Status, Certificate User or Active Status fields. Data must be entered in at least one search field. Enter search data then click the 'Search' button.

Search Reset

Search Results (1 items found)

Item	Certificate User?	User Id	First Name	Last Name	User Type	Command / Service / Agency	Registered	Comments?	Attachments?	DD 2875	Active?	Contract Number
1	NO	edapmogsc34	EDA GSC	PMO34	EDA Government Support Contractor	US Air Force	2014/01/13	NO	NO	Review Required	ARCHIVED	HQ033701SS

Comments:

Trying to activate GSC registration

Note: Use 'Change Status' button to change the activation action of a single user in a table row.
Use 'Change all Status' or 'Send all to Archive' button to change the activation action for all roles.
Use the 'Edit User Profile' button to edit user profile. Comments are mandatory when DD2875 status is in 'Review Required'.

Change all Status

https://wawf-gt.nit.disa.mil/xhtml/auth/eda/admin/EdaAdminConsole.xhtml

No “Edit Profile” Button – had to add a comment and then click “Change Status”.



Activating GSC registration

Cont'd

EDA Administration Console - Windows Internet Explorer
https://wawf-gt.nit.disa.mil/xhtml/auth/eda/admin/EdaAdminConsole.xhtml

File Edit View Favorites Tools Help
Favorites EDA Home Ogden EDA Home Columbus SAM http-links.salientfed Salient email Salient Time Sheet Pay-net https--wawf.eb.mil- Salient Expenses
EDA Administration Console

User ID : edapmogov13

EDA Administration Console

EDA Administration Menu

- EDA Administration Home
- Account Information / Activation
- Government Support Contractor Request
- Reset Password
- Reset Certificate
- EDA POC Assignments
- Account Activation History
- EDA C/S/A Administration
- Exit

Account Information / Activation

Search Criteria

User ID equal to edapmogsc34	First Name equal to	Last Name equal to
User Type - Select -	Command / Service / Agency	E-Mail equal to
DD 2875 Status - Select -	Certificate User - Select -	Active Status - Select -
Contract Number equal to	Delivery Order equal to	Contract Expiration Date - thru -
Issue By DoDAAAC equal to	Admin DoDAAAC equal to	Pay DoDAAAC equal to
Upload Attachments/Admin DoDAAAC equal to	Upload/Inactivate Contract DoDAAAC equal to	Contract Load Notification DoDAAAC equal to
MIPR DoDAAAC equal to	MIPR Number equal to	Upload MIPR Dodaac equal to
Upload MIPR Number equal to	Upload MIPR Acceptance DoDAAAC equal to	Upload MIPR Acceptance Number equal to
Upload MIPR Attachment DoDAAAC equal to	Upload MIPR Attachment Number equal to	EDA Contract equal to

edaAdmin_vFerft6MNpli7nNQclsGJm

Trusted sites | Protected Mode: Off

100% 10:37 AM 1/28/2014

Windows Taskbar icons: File Explorer, Internet Explorer, Word, Excel, PowerPoint

Paste the User Id in the window and then click "Search" at the bottom of the page.



Activating GSC registration

EDA Administration Console - Windows Internet Explorer

File Edit View Favorites Tools Help

Favorites EDA Home Ogden EDA Home Columbus SAM http-links.salientfed Salient email Salient Time Sheet Pay-net https://waaf.eb.mil Salient Expenses

EDA Administration Console

User ID: edapmogov13

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- EDA POC Assignments
- Account Activation History
- EDA C/S/A Administration
- Exit

Upload MIPR Attachment Number EDA Contract

equal to equal to

Access To Role	Actions
No records found.	
<input type="button" value="Select One"/>	<input type="button" value=""/>

the User ID, First Name, Last Name, User Type, Command / Service / Agency, E-Mail, DD 2875 Status, Certificate User or Active Status fields. field. Enter search data then click the 'Search' button.

First Name	Last Name	User Type	Command / Service / Agency	Registered	Comments?	Attachments?	DD 2875	Active?	Contract Number	Delivery Order	Contract Expiration Date	Actions
EDA GSC	PMO34	EDA Government Support Contractor	US Air Force	2014/01/13	NO	NO	Review Required	ARCHIVED	H0033701SS014		2015/01/30	<input type="button" value=""/> <input type="button" value=""/>

10 (1 of 1)

Comments:

activation action of a single user in a table row.
hive' button to change the activation action for all roles.
er profile. Comments are mandatory when DD2875 status is in 'Review Required'.

edaAdmin_vFerft6MNpli7nNQclsGJm

Trusted sites | Protected Mode: Off

1043 AM 1/28/2014

Put a comment in the “Comments” box and click the “Change Status” icon.



Activating GSC registration

Cont'd

EDA Administration Console - Windows Internet Explorer
https://wawf-gt.nit.disa.mil/xhtml/auth/eda/admin/EdaAdminConsole.xhtml

Certificate Error

File Edit View Favorites Tools Help

Favorites EDA Home Ogden EDA Home Columbus SAM http-links.salientfed Salient email Salient Time Sheet Pay-net https-wawf.eb.mil Salient Expenses

EDA Administration Console User ID : edapmogov13

EDA Administration Menu

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- EDA C/S/A Administration
- Exit

equal to equal to

Upload MIPR Acceptance DoAAC Upload MIPR Acceptance Number

equal to equal to

Upload MIPR Attachment Number EDA Contract

equal to equal to

Access To Role Actions

records found.

Select One +

Name, Last Name, User Type, Command / Service / Agency, E-Mail, DD 2875 Status, Certificate User or Active Status fields. Then click the 'Search' button.

User Type	Command / Service / Agency	Registered	Comments?	Attachments?	DD 2875	Active?	Contract Number	Delivery Order	Contract Expiration Date	Actions
EDAGovernment Support Contractor	US Air Force	2014/01/13	YES	NO	Review Required	YES	HQ033701SS014		2015/01/30	

Comments:

https://wawf-gt.nit.disa.mil/xhtml/auth/eda/admin/EdaAdminConsole.xhtml

Trusted sites | Protected Mode: Off

100% 11:19 AM 1/28/2014

Now have
"Edit User Profile"
Icon.
Click on the Icon and then Scroll down to the bottom of the next page.



Activating GSC registration

Cont'd

EDA Status Change Notification - Message (Plain Text) (Read-Only)

File Message McAfee E-mail Scan Adobe PDF

Ignore X Delete Reply Reply All Forward IM More Meeting EDADOC - Perso... To Manager Team E-mail Done Reply & Delete Create New Move Rules OneNote Actions Mark Unread Categorize Follow Up Translate Find Related Select Zoom

Delete Respond Quick Steps Move Tags Editing Zoom

From: swag@ecedi.nit.disa.mil
To: Chang, JungHo DLA CTR DOCUMENT SERVICES
Cc:
Subject: EDA Status Change Notification

Sent: Tue 1/28/2014 10:51 AM

EDA GSC PMO34,

You have been activated for Role: EDA Government Support Contractor, Command/Service/Agency: US Air Force

THIS IS A SYSTEM GENERATED EMAIL, PLEASE DO NOT RESPOND TO THIS EMAIL

User gets notified via Email that the status has changed to Active.

User gets notified via Email that the status has changed to Active.



Activating GSC registration

Cont'd

EDA Administration Console - Windows Internet Explorer
https://wawf-gt.nit.disa.mil/xhtml/auth/eda/admin/EdaAdminConsole.xhtml Certificate Error Google

User ID : edapmogov13

EDA Administration Console

EDA Administration Menu

- EDA Administration Home
- Account Information / Activation
- Government Support Contractor Request
- Reset Password
- Reset Certificate
- EDA POC Assignments
- Account Activation History
- EDA C/S/A Administration
- Exit

User Comments

Item	Date	Comment By	Comments
No records found.			

Comments

Item	Date	Comment By	Comments
1	2014/01/28 0850 MST	Ed EDA POC McPike	Trying to activate GSC registration

Add Comment

Note: Comments are permanent and cannot be deleted. Enter a comment then click the 'Add Comment' button to save the comment.

Attachments

Item	Date	Attachments	Actions
No records found.			

Browse... Upload

Review DD2875 Form

Status:

Review Required

- Select -

Review Required

Attached in WAWF

Stored in Another Location

When 'Stored in Another Location' or 'Review Required' is selected. Location must be specified when status is 'Stored in Another Location'.

Update Return

Trusted sites | Protected Mode: Off 100% 11:20 AM 1/28/2014

edaAdmin_vFerft6MNpli7nNQclsGJm

Windows Taskbar icons: File Explorer, Mail, Photos, Internet Explorer, Word, Excel, Powerpoint

At the bottom of the page, select one of the options. If you select "Stored in Another Location", you will be prompted to comment where it's located. I'll select "Attached in WAWF" and then click "Update".



Activating GSC registration

Cont'd

EDA Administration Console - Windows Internet Explorer
https://wawf-gt.nit.disa.mil/xhtml/auth/eda/admin/EdaAdminConsole.xhtml Certificate Error

User ID : edapmogov13

EDA Administration Menu

- EDA Administration Home
- Account Information / Activation
- Government Support Contractor Request
- Reset Password
- Reset Certificate
- EDA POC Assignments
- Account Activation History
- EDA C/S/A Administration
- Exit

Edit EDA Role

* Asterisk indicates required entry.

Info: User Profile is updated successfully.

User Information

User ID	Middle Name	Last Name *
edapmogsc34		PMO34
First Name *	Commercial Telephone *	Extension
EDA GSC	571-372-3488	
E-mail *	Intl Country Code and Phone	Mobile Telephone
Jungho.Chang.ctr@dla.mil		
Title *	DSN Telephone	Rank/Grade
Support Contractor	Organization *	
Attempted Logon Date	EDA	
	Last Access Date	
Locked Date		

Update was Successful. Click on Account Information/Activation

Password Security Answer 1	Password Security Answer 2	Password Security Answer 3
Blue	Gerry	Arlington
Certificate Issuer	Certificate Valid From Date	Certificate Valid To Date
Certificate Subject		

edaAdmin_vFerft6MNpli7nNQclsGjm Trusted sites | Protected Mode: Off 100% 11:39 AM 1/28/2014

Windows Taskbar icons: Start, Network, File Explorer, Internet Explorer, Word, Excel, PowerPoint



Activating GSC registration

Cont'd

EDA Administration Console - Windows Internet Explorer
File Edit View Favorites Tools Help
Favorites EDA Home Ogden EDA Home Columbus SAM http://links.salientfed Salient email Salient Time Sheet Pay-net https://wawf.eb.mil Salient Expenses
EDA Administration Console User ID : edapmogov13

EDA Administration Console

EDA Administration Menu

- EDA Administration Home
- Account Information / Activation
- Government Support Contractor Request
- Reset Password
- Reset Certificate
- EDA POC Assignments
- Account Activation History
- EDA C/S/A Administration
- Exit

Account Information / Activation

Search Criteria

User ID equal to edapmogsc34	First Name equal to	Last Name equal to
User Type - Select -	Command / Service / Agency [text input]	E-Mail equal to
DD 2875 Status - Select -	Certificate User - Select -	Active Status - Select -
Contract Number equal to	Delivery Order equal to	Contract Expiration Date [text input] - thru - [text input]
MIPR DoDAAC equal to [text input]		
MIPR Number equal to [text input]		
Upload MIPR Dodaac equal to [text input]		
Upload MIPR Number equal to [text input]		
Upload MIPR Acceptance DoDAAC equal to [text input]		
Upload MIPR Acceptance Number equal to [text input]		
Upload MIPR Attachment DoDAAC equal to [text input]		
Upload MIPR Attachment Number equal to [text input]		
EDA Contract equal to [text input]		

Enter the UserID and go to bottom of page and click "Search"

edaAdmin_vFerft6MNpli7nNQclsGJm

Trusted sites | Protected Mode: Off

100% 11:47 AM 1/28/2014



Activating GSC registration

Cont'd

EDA Administration Console - Windows Internet Explorer
https://wawf-gt.nit.disa.mil/vhtml/auth/eda/admin/EdaAdminConsole.xhtml

Certificate Error

File Edit View Favorites Tools Help

Favorites EDA Home Ogden EDA Home Columbus SAM http-links.salientfed Salient email Salient Time Sheet Pay-net https://wawf.eb.mil Salient Expenses

EDA Administration Console

User ID : edapmogov13

EDA Administration Console

EDA Administration Menu

- EDA Administration Home
- Account Information / Activation
- Government Support Contractor Request
- Reset Password
- Reset Certificate
- EDA POC Assignments
- Account Activation History
- EDA C/S/A Administration
- Exit

Upload MIPR Acceptance DoDAAC
equal to Upload MIPR Acceptance Number
equal to

Upload MIPR Attachment Number
equal to EDA Contract
equal to

Access To Role Actions
records found.
Select One +

Name, Last Name, User Type, Command / Service / Agency, E-Mail, DD 2875 Status, Certificate User or Active Status fields.
Search data then click the 'Search' button.

DD2875 is accounted for and User Status is “Active”.

#	User Type	Command / Service / Agency	Registered	Comments?	Attachments?	DD 2875	Active?	Contract Number	Delivery Order	Contract Expiration Date	Actions
4	EDA Government Support Contractor	US Air Force	2014/01/13	YES	NO	Attached in WAWF	YES	HQ033701SS014		2015/01/30	A

Comments:

Comments: A

10 (1 of 1) !!!

Trusted sites | Protected Mode: Off
11:51 AM 1/28/2014

edaAdmin_vFerft6MNpli7nNQclsGJm

Windows Taskbar icons: File Explorer, Mail, Photos, Internet Explorer, Word, Excel, Powerpoint



Migration Changes

- Rank must be entered for Government Users
- Contract expiration date must be entered for Government Support Contractors (GSC)



SSO EDA Administration Console

Wide Area Workflow

User ID : EDIPI9000040847
[Printer Friendly](#)

[User](#) [Administration Console](#) [EDA Administration Console](#) [EDA](#) [Documentation](#) [Lookup](#) [Logout](#)

WAWF Administration

When an EDA Government or EDA Government Support Contractor user with special roles (EDA Executive, EDA POC, EDA User Admin or EDA PMO) privileges logs in, the 'EDA Administration Console' menu link will be displayed.

Welcome to Wide Area Workflow!
Please start by selecting one of the button links from the menu above.

(2013-JAN-18) System: [All](#) Subject: *Message For: Government Users*

test

(2013-JAN-18) System: [WAWF/EDA/CORT/BI](#) Subject: *WIT Issue Action Required! Critical! Message For: All Users*

Testing WIT Issue 2653 SPR; View, Edit, or Delete System Messages.

(2013-JAN-17) System: [All](#) Subject: *Message For: All Users*

[Help](#)

Logon Date : 2013/02/07 16:26:48 EST Last Accessed Date : 2013/02/07 16:26:49 EST

[Security & Privacy](#) [Accessibility](#) [Vendor Customer Support](#) [Government Customer Support](#) [FAQ](#) [Site Index](#)



SSO EDA Administration Console

EDA Administration Console

EDA Administration Menu

- [Home](#)
- [Account Information / Activation](#)
- [Government Support Contractor Request](#)
- [Reset Password](#)
- [Reset Certificate](#)
- [EDA POC Assignments](#)
- [Account Activation History](#)
- [Exit](#)

EDA Administration Home

Welcome to the EDA Administration Console.

Select an option from the EDA Administration Menu on the left side of the page to begin.



A new window of EDA Administration Console is displayed.

When a user with EDA POC privileges logs in to the EDA Administration Console, this is the menu that will be displayed.



User Administration



Edit ICON - Edit User Profile – Every aspect of a users account can be viewed and changed from the users profile (User Information, Command/Service/Agency (CSA), Supervisor, Supervisor Information, Access To, Special Roles, User Comments, Comments, Attachments, Review DD2875 Form)

- The DD2875 section – add an attachment
- **Comments are required** when 'Stored in Another Location' or when 'Review Required' is selected. Location must be specified in the Comments when status is 'Stored in Another Location'.



User Administration Cont'd



Change Status Icon - **Comments will be required** when activating any user. If the Change Status icon located next to the Comments box on the search results screen is clicked then after comments are entered all users in the list will be either activated or inactivated. To activate user individually, enter comments and then click the Change Status icon located on the user's line.



User Administration Cont'd

A small square icon containing a stylized letter 'A' with horizontal lines extending from its sides, representing the 'Send to Archive' function.

Send to Archive Icon -If the Send to Archive icon located next to the Comments box on the search results screen is clicked then all users in the list will be archived. To archive users individually click the Send to Archive icon located on the user's line.

NOTE: The DELETE option currently available in EDA production today has been replaced by the ARCHIVE process in SSO.



User Administration Cont'd



Suspend Registration ICON - All pending registrations show as INACTIVE as does Active users that have been Inactivated. The SUSPEND Icon is supposed to show on new registrations only, but is showing up on ALL Inactivated users (inactivated “active” users as well as pending users). This is a known issue that will be corrected.

To suspend a users pending registration click the Suspend Registration Icon on the user’s line.



User Administration Cont'd



Edit Contract Expiration Date - Exec/POC must enter the contract expiration date for the Government Support Contractor registration.



User Administration Cont'd



- EDM/EFR ICON



Account Information/Activation

Search Results (6 items found)

Item	Certificate User?	UserId	First Name	Last Name	User Type	Command / Service / Agency	Registered	Comments?	Attachments?
1	NO	EDIPI1148783515@EDA1111	William	Barauskas	EDA Government	US Air Force	2013/09/18	NO	NO
2	NO	cora_GovtSupport	Cora'Govt	Leung	EDA Government	US Air Force	2014/01/17	NO	NO
3	NO	edapmogov13	Ed EDA POC	McPike	EDA Government	US Air Force	2013/12/13	NO	NO
4	NO	edapmogsc34	EDA GSC	PMO34	EDA Government Support Contractor	US Air Force	2014/01/13	NO	NO
5	NO	EDIPI1073176901	Robert	Steinhagen	EDA Government	US Air Force	2013/11/22	YES	NO
6	NO	DALESUPCON	Dale	Wolfe	EDA Government Support Contractor	US Air Force	2013/12/23	YES	NO

10 (1 of 1)

Comments:

The columns can be sorted by clicking on the arrow on the respective column.

The 'Change All Status' and 'Send all to Archive' action buttons are displayed besides comments. Comments will be mandatory for activating users if their DD 2875 is in 'Review Required' status.

The user's information/special roles can be edited using 'Edit' action button. The status can be activated/deactivated using 'Change Status' action button. The user can be deleted using 'Send to Archive' action button.

Note: WAWF only deletes the users who have requested access but were never given it. All others will be archived.

DD 2875	Active?	Contract Number	Delivery Order	Contract Expiration Date	Actions
	YES				
Stored in Another Location	NO				S
Attached in WAWF	YES				A
Review Required	NO	HQ033701SS014			A S
Review Required	YES				A
Review Required	YES	FA852004CC410		2016/12/23	A



User Profile

User Information *

User ID GovEmp1	First Name* John	Last Name* Smith
E-mail* john.smith@us.navy.mil	Telephone* 3326079933	Ext 443
Intl Country Code and Phone* 882323933320	DSN <input type="text"/>	User Type EDA Government
Title* title	Organization* organization	Rank/Grade (* for Government Users) rank
Attempted Logon Date <input type="text"/>	Locked Date <input type="text"/>	Last Access Date 2012-05-18 14:44:10
Attempted Password Reset Date <input type="text"/>	Password Reset Locked Date <input type="text"/>	
Password Security Question 1 What is your home town?	Password Security Question 2 What is your favorite color?	Password Security Question 3 What is your favorite car?
Password Security Answer 1 Orlando	Password Security Answer 2 Red	Password Security Answer 3 Ford F150
Certificate Issuer DOD CLASS 3 JITC CA-7	Certificate Valid From Date 2010-02-25 13:23:07	Certificate Valid To Date 2013-02-26 13:23:07
Certificate Subject CN=CaciVenTwo.3010089215,OU=CONTRACTOR,OU=PKI,OU=DoD,O=U.S.Government,C=US		

The User information for the specific EDA user will be displayed here and the information which is not grayed out can be edited.



Edit EDA Role

Edit EDA Role

* Asterisk indicates required entry.

Form fields:

- + User Information *
- + Command / Service / Agency *
- + Supervisor *
- + Access To *
- + Special Roles *
- + Comments
- + Attachments
- + Review Forms

Buttons:

- Submit
- Return

A red arrow points from the text "When the 'Edit' action button is clicked from Account Information / Activation menu screen for a specific user, the 'Edit EDA Role' page will be displayed for that user with the following information." to the "User Information" field.

When the 'Edit' action button is clicked from Account Information / Activation menu screen for a specific user, the 'Edit EDA Role' page will be displayed for that user with the following information.



Edit User

Command / Service / Agency *

Start typing in your Command / Service / Agency and a selection dropdown will be given on the third character typed.
You must select a Command / Service / Agency from the list.

NAVY \ COMLANTFLT \ NAVY CARGO HANDLING BATTALION 14 NAVRESSEN

EDA POC

Primary		Name	Telephone	Ext	DSN	E-mail
		Jean Liu	7036812566			liuj@ncr.disa.mil
Alternate		Name	Telephone	Ext	DSN	E-mail
		Jean Liu	7036812566			liuj@ncr.disa.mil

The C/S/A information for the specific EDA user will be displayed here and can be edited.

Supervisor *

First Name *	Last Name *
Jacob	Miller
Telephone	Ext
3324422233	664

Intl Country Code and Phone

DSN

E-mail

The EDA POC Primary and Alternate information for the specific EDA user will be displayed here as read only.

Note: For EDA Government Support Contractor, additional editable field of 'Company' will be displayed with that information.

The Supervisor information for the specific EDA Government user will be displayed here and can be edited.
Note: For EDA Government Support Contractor this label will say 'Government Point of Contact (POC)'.



Edit User

Access To *

- Government Transportation Requests (GTRs)
- Vouchers - Accounting
- Vouchers - Travel
- Vouchers - Military Pay
- Vouchers - Commercial Pay
- DD1716s
- Freight GBLs
- Personnel Property CRM
- Non-Automated GBLs
- Electronic 110s
- Signature Cards (DD577)
- Contracts
- Contract Deficiency Reports
 - ACO
 - PCO/Buyer
 - Reviewing Official

Note: Add up to 4 DoDAACs

DoDAAC	Role Type	Actions
No records found.		
TEST	Select One	<input type="button" value="+"/>

And / Or

Note: Add up to 10 Contract Numbers

Contract Number	Actions
No records found.	
TEST	<input type="button" value="+"/>

Contract Pay Documents (EDM Documents - View Only)

Contract Pay Site	Actions
No records found.	
Select One	<input type="button" value="+"/>

Auditor?
 Yes No

Vendor Pay Documents (EDM Documents - View Only)

Vendor Pay Site	Actions
No records found.	
Select One	<input type="button" value="+"/>

The Access To information will be displayed and editable for a specific EDA user.

The edits for Access To will be same as EDA registration for EDA Government or EDA Government Support Contractor.

Note: Vouchers - All checkbox will only be displayed for C/S/A within DFAS.



Edit User

Special Roles *

- User Administrator
- Executive
- EDM Help Desk
- Site Certification
- EDA POC
- CDR POC
- Audit Reports
- DFAS AAI Admin
- Upload/Inactive Contracts

Contracts	Actions
No records found.	<input type="button" value="TEST"/> <input type="button" value="+"/>

Upload Attachments

- Contract Load Notification DoDAACs

DoDAACs	Actions
No records found.	<input type="button" value="TEST"/> <input type="button" value="+"/>

The Special Roles information will be displayed and editable for a specific EDA user.
Note: EDA Goverment user gets all roles and EDA Government Support Contractor user gets all roles EXCEPT user administrator.



Edit User

Comments

Add Comments

Note: Comments are permanent and cannot be deleted. Enter a comment then click the 'Add Comment' button to save the comment.

Attachments

+ Choose ↗ Upload ⏺ Cancel

NOTE: File size being uploaded must not exceed 8 MB (8,000 KB)

Review Forms

Status:

Review Required

Comments:

Note: Comments are required when 'Stored in Another Location' or 'Review Required' is selected. Location must be specified in the Comments when status is 'Stored in Another Location'.

The comments and attachments are displayed for a specific EDA user if they were added during the EDA registration. The EDA Administrator can add comments and attachments too.

Review Forms status and comments are displayed for a specific EDA user to be entered by EDA Administrator.

Submit

Return



EDA POC Certificate Reset

EDA Admin, EDA POC, or an EDA Executive can reset a User's certificate by:

1. Log into SSO
2. Click the EDA Administration Console tab
3. Click the Reset Certificate link under the EDA Administration Menu
4. Enter the User ID of the user whose certificate is to be reset
5. Click Submit
6. Enter comments (required) in the Comments section
7. Click Submit
8. Receive message stating certificate was successfully reset
9. Provide one time password to the User who requested certificate reset



EDA POC Password Reset

EDA Admin, EDA POC, or an EDA Executive can reset a User's Password by:

1. Log into SSO
2. Click the EDA Administration Console tab
3. Click the Reset Password link under the EDA Administration Menu
4. Enter the User ID of the user whose password is to be changed
5. Click Submit
6. Enters comment (required) in the Comments section
7. Click Submit
8. Receive message stating password was successfully reset
9. Provide one time password to the User who requested password reset



Reset Password/Reset Certificate

Reset Password

User ID*

*Asterisk indicates required field.

Search for user information. Enter the 'User ID' then click the 'Submit' link.

Submit

Reset Certificate

User ID*

*Asterisk indicates required field.

Search for user information. Enter the 'User ID' then click the 'Submit' link.

Submit

EDA Administrator is able to reset EDA user password and certificate.



Reset Password/Reset Certificate

User ID <input type="text" value="GovEmp1"/>	First Name* <input type="text" value="John"/>	Last Name* <input type="text" value="Smith"/>
E-mail* <input type="text" value="john.smith@us.navy.mil"/>	Telephone* <input type="text" value="3326679933"/>	Ext <input type="text" value="443"/>
Intl Country Code and Phone* <input type="text" value="8823239333320"/>	DSN <input type="text" value=""/>	User Type <input type="text" value="EDA Government"/>
Title* <input type="text" value="title"/>	Organization* <input type="text" value="organization"/>	Rank/Grade (* for Government Users) <input type="text" value="rank"/>
Password Security Question 1 <input type="text" value="What is your home town?"/>		Password Security Question 2 <input type="text" value="What is your favorite color?"/>
Password Security Answer 1 <input type="text" value="Orlando"/>		Password Security Answer 2 <input type="text" value="Red"/>
		Password Security Question 3 <input type="text" value="What is your favorite car?"/>
		Password Security Answer 3 <input type="text" value="Ford F150"/>
<input type="button" value="Submit"/>	<input type="button" value="Return"/>	

After 'Submit' action button is clicked from 'Reset Password/Reset Certificate' screen, EDA Administrator is able to reset EDA user password and certificate in a new page.



EDA USER Resets Their ~~Certificate~~

1. User navigates to the SSO Login screen
2. User enters their User ID and one time Password
3. User clicks Login
4. User inputs New Password
5. User inputs Confirm New Password
6. User clicks Submit
7. User is taken to the SSO Home Page



EDA USER Resets their Password

1. User navigates to the SSO Login screen
2. User enters their User ID and one time Password
3. User clicks Login
4. User inputs New Password
5. User inputs Confirm New Password
6. User clicks Submit
7. User is taken to the SSO Home Page



Activating a Government

Account Information / Activation

♦ Certificate User?	UserId	First Name	Last Name	User Type	♦Command / Service / Agency	Registered	Comments?	Attachments?	DD 2875:	Active?	Actions
YES	GovEmp1	John	Smith	EDA Government	NAVY	05/05/2011	YES	NO	Review Required	NO	
NO	GovEmp2	Jason	Smith	EDA Government	ARMY	05/05/2012	NO	YES	Review Required	YES	
YES	GovEmp3	Derek	Nolan	EDA Government Support Contractor	AIR FORCE	07/05/2011	YES	NO	Review Required	NO	
NO	Vendor2	Sue	Chan	Vendor	DCMA	05/25/2012	NO	YES		YES	
YES	GovEmp4	John	Johnson	EDA Government	NAVY	04/05/2011	YES	NO	Review Required	NO	
NO	GovEmp5	Mike	Smith	EDA Government	ARMY	05/05/2012	NO	YES	Review Required	YES	
YES	GovEmp6	Chris	Nolan	EDA Government Support Contractor	AIR FORCE	07/22/2011	YES	NO	Review Required	NO	
NO	Vendor3	Amy	Jacobs	Vendor	DCMA	05/25/2012	NO	YES		YES	
NO	GovtEmp2	Sunny	Hudson	EDA Government	ARMY	05/05/2012	NO	YES	Review Required	YES	
YES	GovtEmp3	Derek	Lee	EDA Government Support Contractor	AIR FORCE	07/05/2011	YES	NO	Review Required	NO	

The Account Information / Activation page will allow the EDA Administrator to search the users by these sortable fields. The results pages can be navigated at the bottom.

Note: EDA POC and Executive will only be able to see users under their C/S/A domains.

The 'Change All Status' and 'Send all to Archive' action buttons are displayed besides comments. Comments will be mandatory for activating users if their DD 2875 is in 'Review Required' status.

The user's information/special roles can be edited using 'Edit' action button. The status can be activated/deactivated using 'Change Status' action button. The user can be deleted using 'Send to Archive' action button.
Note: WAWF only deletes the users who have requested access but were never given it. All others will be archived.

UPDATE THIS SCREEN SHOT



GSC Contract Instrument Details

- Must enter contract expiration date.

First Name	Last Name	User Type	Command / Service / Agency	Registered	Comments?	Attachments?	DD 2875	Active?	Contract Number	Delivery Order	Contract Expiration Date	Actions
Justin	Chang	EDA Government Support Contractor	ACC	2014/01/03	YES	NO	Review Required	YES	SCR324PDSCONF		2015/01/31	
Justin	Chang	EDA Government Support Contractor	Level 3	2014/01/03	NO	NO	Review Required	NO	SCR324PDSCONF			
DCMA	PMO	EDA Government Support Contractor	DCMA	2013/11/02	YES	NO	Review Required	YES	SPM7M213M2715		2014/11/01	

EDA Administration Console

User ID : EDIP1410298500@EDA1111

EDA Administration Menu

- EDA Administration Home
- Account Information / Activation
- Government Support Contractor Request
- Reset Password
- Reset Certificate
- EDA POC Assignments
- Account Activation History
- EDA PMO Administration
- EDA C/S/A Administration
- Exit

Edit Contract Instrument Details

User Name: Justin Chang User ID: edapmogsc30 User Type: EDA Government Support Contractor CSA: Level 3

Contract Type	Contract Number	Delivery Order	Contract Expiration Date	Status	New Contract Expiration Date	Action
DoD Contract (Non-FAR)	SCR324PDSCONF			Awaiting Approval	<input type="text"/>	- Select -

Submit



GSC Access Requests

Wide Area Workflow 5.5.1

User EDA Documentation Lookup Logout

User ID : edapmogsc31 Printer Friendly

Profile Maintenance
Role Maintenance
Security Maintenance
Submit User Feedback
Group Administrator Lookup
User Preferences
Vendor Messages
Government Messages

Add Roles
View \ Edit Roles

Welcome to Wide Area Workflow!
Please start by selecting one of the button links from the menu above.

Government and Government Support Contractor Messages
(2014-JAN-01) System: All Subject: WAWF 5.5.1 / EDA 8.6 Build 3 OAT Message For: All Users
The WAWF 5.5.1 / EDA 8.6 Build 3 OAT is scheduled for 3 - 14 Feb 2014.

Wide Area Workflow 5.5.1

User EDA Documentation Lookup Logout

User ID : edapmogsc31 Printer Friendly

Role Maintenance - View \ Edit Roles

EDA User Roles

Role	Command / Service / Agency	Active Status	Supervisor	Contract Type	Contract Number	Delivery Order	Contract Expiration Date	Comments	Attachments	Contract Instruments	Comments / Attachments	Contractor Access Request
EDA Government Support Contractor	ACC	Y		Non-DoD Contract (Non-FAR)	SCR324PDSCONF		2015/01/31	Y	N	Edit	View / Add	Request



GSC Access Requests Cont'd

Wide Area Workflow 5.5.1

User EDA Documentation Lookup Logout

Role Maintenance - Government Support Contractor Access Request

Current Access *

DoDAAC	DoDAAC Type	Actions
No records found.		

Contract Number

Contract Number	Actions
No records found.	

Requested Access *

DoDAAC DoDAAC Type Actions

DoDAAC	DoDAAC Type	Actions
HQ0337	Pay	X
Select One		+ <input type="button"/>

And / Or

Contract Number Actions

Contract Number	Actions
No records found.	

Wide Area Workflow 5.5.1

User EDA Documentation Lookup Logout

Role Maintenance - Government Support Contractor Access Request

Request submitted successfully. Your EDA POC was sent an e-mail notification.

Current Access *

DoDAAC	DoDAAC Type	Actions
No records found.		

Contract Number

Contract Number	Actions
No records found.	

Requested Access *

DoDAAC DoDAAC Type Actions

DoDAAC	DoDAAC Type	Actions
HQ0337	Pay	X
Select One		+ <input type="button"/>

And / Or

Contract Number Actions

Contract Number	Actions
No records found.	

Save Help



GSC Access Requests Cont'd

EDA Administration Console User ID : edapmogov34

EDA Administration Menu

- EDA Administration Home
- Account Information / Activation
- Government Support Contractor Request**
- Reset Password
- Reset Certificate
- EDA POC Assignments
- Account Activation History
- EDA CISA Administration
- Exit

Government support Contractor Access Request

Search Criteria

User ID	First Name	Last Name
equal to <input type="text" value="edapmogov31"/>	equal to <input type="text"/>	equal to <input type="text"/>

Enter any combination of search criteria into the User ID, First Name, or Last Name.
Data must be entered in at least one search field. Enter search data then click the 'Search' button.

Search Reset

Search Results (1 items found)

Item	Userid	First Name	Last Name	Actions
1	edapmogov31	Justin	Chang	

EDA Administration Console User ID : edapmogov34

EDA Administration Menu

- EDA Administration Home
- Account Information / Activation
- Government Support Contractor Request
- Reset Password
- Reset Certificate
- EDA POC Assignments
- Account Activation History
- EDA CISA Administration
- Exit

Government Support Contractor Access Request

User Name: Justin Chang User ID: edapmogov31 Date of Registration: 2014/01/03

Requested Access

DoDAAC	DoDAAC Type	Actions
HQ0337	Pay	
Select One		

And / Or

Contract Number	Actions
No records found.	

Approve Reject Return

EDA Administration Console User ID : edapmogov34

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Government Support Contractor Access Request

Info: Request Access Approved successfully.

User Name: Justin Chang User ID: edapmogov31 Date of Registration: 2014/01/03

Requested Access

DoDAAC	DoDAAC Type	Actions
HQ0337	Pay	
Select One		



EDA POC Assignment

EDA Administration Console

EDA Administration Menu

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EDA Administration Home

Welcome to the EDA Administration Console.

Select an option from the EDA Administration Menu on the left side of the page to begin.



Click EDA POC Assignments



EDA POC Assignments

EDA POC Assignments

C/S/A	Primary EDA POC	Alternate EDA POC	Office DoDAAc(s)	Office Mgmt Level	Actions
AIR FORCE	Liu, Jean				
DCMA	Starr, Michael				
DCAA	worthington, bernie				
DCAA REGION 1					
REGION 1 FIELD AUDIT OFFICES					
DCAA REGION 2					
DCAA REGION 3					
DCAA REGION 4					
DCAA REGION 6					
DCAA REGION 9					
DFAS					
DLA					

EDA POC Assignments page will display all C/S/A structures with its EDA POC assignment information.

Note: This is a view of User Administrator where everything is shown. EDA POC and Executives are isolated to their domains.

The EDA Administrator is able to edit the C/S/A POC Assignments when 'Edit' action button is clicked in a new page .

Edit POC Assignments

EDA POC

Primary : Alternate :

Office Information

DoDAAcs assigned to an Office : Mgmt Level :



C/S/A Administration

- If a C/S/A is moved, all users underneath it will be moved as well, and will remain active. (Known Issue)
- EDA Executive/POC can move a user within his/her C/S/A domain.
 - If user is moved from one C/S/A to another, user will be deactivated.
 - Losing EDA POC, Gaining EDA POC and user will get notified.
- EDA Executive/EDA POC can archive a user, but if the user is a CDR POC, then it has to be assigned to someone else first.
 - If the user is not a CDR POC, but has a CDR role, a message will be given asking the user if they are sure they want to archive.
- An EDA POC user cannot be archived until they are removed from the EDA POC Assignments table.
- C/S/A cannot be deleted until all users and EDA POC and CDR POC are removed. (EDA POC/CDR POCs must be removed from the POC assignments table)



EDA Administration Console: EDA C/S/A Administration

EDA C/S/A Administration

C/S/A

- ▼ TOP
 - ▶ AIR FORCE
 - ▶ DCMA
 - ▼ DCAA
 - ▼ DCAA REGION 1
 - REGION 1 FIELD AUDIT OFFICES
 - ▶ DCAA REGION 2
 - ▶ DCAA REGION 3
 - ▶ DCAA REGION 4
 - ▶ DCAA REGION 6
 - ▶ DCAA REGION 9
 - ▶ DFAS
 - ▶ DLA

Only the EDA PMO is able to view the C/S/A structure and rename/move/delete/add new C/S/A. EDA Executive, EDA POC or User Administrator will not have this functionality.

Note: A parent level C/S/A cannot be deleted if there are any children C/S/A underneath it. A parent level C/S/A cannot be moved if there are any children C/S/A underneath it. If no children C/S/A exist, then the move button will move the C/S/A to another location including all of the users underneath it.

Enter a New C/S/A to Add or Update :

Rename C/S/A

Move C/S/A

Delete C/S/A

Add New C/S/A

Note: C/S/A selection is mandatory before rename, move, delete or add buttons can be used.



Account Activation History

Account Activation History

User Id	First Name	Last Name	Actions
GovEmp1	John	Smith	
GovEmp2	Jason	Smith	
GovEmp3	Derek	Nolan	
Vendor2	Sue		
GovEmp4	John		
GovEmp5	Mike		
		Nolan	
		Jacobs	
		Hudson	
		Lee	

EDA User Administrator can view Account Activation History of all users with the ability to search by UserId, First Name, and Last Name.

Note: EDA POC and Executive will only be able to see users under their C/S/A domains.

When the 'Details' action button is clicked, Account Activation History Details is displayed with a user's history in a new page.

Account Activation History Details							
User Name: John Smith User ID: GovEmp1 Date of Registration: 05/05/2011							
Comments	Date	User Type	Command / Service / Agency	Status	Administrator Name	Administrator User Id	
	02/05/2012	EDA Government	NAVY	YES	Jacob Mayer	GovEmp5	
	10/05/2011	EDA Government	NAVY	NO	Jacob Mayer	GovEmp5	
	05/05/2011	EDA Government	NAVY	YES	Jacob Mayer	GovEmp5	



CDR POC Assignments

EDA POC and CDR POC Assignments - Windows Internet Explorer
https://eda4.mil/disa.mil/pis/sso/eb poc_admin.mainMenu Certificate Error Google

File Edit View Favorites Tools Help

Favorites EDA Home Ogden EDA Home Columbus SAM http://links.salientfed Salient email Salient Time Sheet Pay-net https://wawf.eb.mil Salient Expenses

EDA POC and CDR POC Assignments

Department of Defense Electronic Document Access Next Generation

EDA POC and CDR POC Assignments Ed EDA POC McPike (logout)
Today is Jan 28, 2014 EDA User's Guide

Document Selection >Administration >EDA POC and CDR POC Assignments

C/S/A Name	EDA POC		Office			CDR POC		
	Primary	Alternate	CDR Org	DoDAAC(s)	Mgmt Level	Primary	Alternate	Group E-mail
+ ² US Air Force	Steinhagen, Robert	McPike, Ed EDA POC						

If you need assistance with EDA, contact your EDA POC or the EDA Help Desk.
Please report any suspicious or anomalous activity to the EDA Help Desk.

Done Trusted sites Protected Mode: Off 100% 1:00 PM 1/28/2014

Windows Taskbar icons: File Explorer, Mail, Word, Excel, Photoshop

CDR POC assignments functions will remain in EDA.



EDM/EFR Access Request

EDA POC must request access for their users.

Need EDA screenshot assignment table



Q&A?

DEFENSE LOGISTICS AGENCY

AMERICA'S COMBAT LOGISTICS SUPPORT AGENCY

